



**COLORADO**  
State Archives

**DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

ARCHIVES#

16-52

DEPARTMENT Revenue	DIVISION Gaming	SECTION Field Ops./Tech Systems Group	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	System & Machine Approval Committee Minutes (Working Papers)	Retain by agency until administrative need ends then destroy.	#1, 1-35
2	Field Trial Procedures (Policies & Procedures Manual)	Permanent.	#1, 1-24
3	Device Approvals (Working Papers)	Retain by agency until administrative need ends then destroy.	#1, 1-35
4	System Audit Files-Slot Monitoring (Working Papers)	Retain by agency until administrative need ends then destroy.	#1, 1-35
5	Device Inventory (Working Papers)	Retain by agency until administrative need ends then destroy.	#1, 1-35
6	Audit Compliance Files (Working Papers)	Retain by agency until administrative need ends then destroy.	#1, 1-35

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.**

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature

Date

11/30/2015

Records Liaison Officer's Signature

Date

11.16.15

Attorney General's Signature

Date

12/8/15

State Auditor's Signature

Date

1-7-16